

EEO COUNSELOR'S REPORT FORM

WVEEO OFFICE 1900 Kanawha Blvd. East, Bldg. 5, Room 125, Charleston, WV 25305
MAIN #304-558-0400 FAX #304-558-1023

EEO Counselors/Coordinators: Please use this form to report EEO complaints brought to you, regardless of merit or outcome, to the WV EEO Office so that accurate tallies may be kept for the state.

Please file this report with the WVEEO Office within fifteen (15) working days from:

- (a) the date an agreement letter is signed between the parties to informal resolution; or
- (b) the date that informal resolution has been declined or failed; or
- (c) the date an agreement letter is signed following Mediation; or
- (d) the date that Mediation efforts have failed; or
- (e) the date that the original complaining party has decided not to go forward with an EEO complaint; or
- (f) the date you determined that the matter does not fall under EEO purview.

This report serves two purposes: recordkeeping, with a statistical analysis reported each year to the Office of the Governor; and highlighting problem areas for future training of both employees and EEO personnel.

Counselee: _____

Counselee's Job Title: _____

Name of Counselee's Supervisor: _____

Supervisor's Job Title: _____

BASIS FOR ALLEGED DISCRIMINATION/HARASSMENT (Check all that apply)

☐ Age

☐ Disability

☐ Genetic Information

☐ National Origin

☐ LGBTQ

☐ Pregnancy

☐ Race/Color

☐ Religion

☐ Sex

☐ Other (please specify)

☐ Retaliation (Previous EEO complaint or protected workplace activity?)

Date of Initial Complaint to EEO Counselor: _____

Date of Alleged Discrimination/Harassment Incident(s) _____

DESCRIPTION OF DISCRIMINATION/HARASSMENT ALLEGED:

CONCLUSION (Please check one)

- ☐ Informal counseling was successful, and the issue has been resolved.
- ☐ Informal counseling was declined. A copy of the **EEO Formal Complaint Form** was provided to the counselee.
- ☐ Informal counseling was unsuccessful. A **Notice of Final Interview** was issued to the counselee. A copy of the **EEO Formal Complaint Form** was provided to the counselee.
- ☐ Mediation was successful, and the issue has been resolved.
- ☐ Mediation was unsuccessful. A copy of the **EEO Formal Complaint Form** was provided to the counselee.
- ☐ The complaining party has decided not to go forward with the complaint.
- ☐ This matter does not fall under EEO purview.

EO Counselor/Coordinator

Telephone Number

Date